

TO BE FILED WITH  
THE COUNTY  
CLERK

# Property Valuation Protest

## and Report of County Board of Equalization Action

FORM  
**422**

•Read instructions on reverse side

County Name \_\_\_\_\_

<b>NAME AND MAILING ADDRESS OF PERSON FILING PROTEST</b>		Protest Number _____	Filed _____, 20____
Name _____		<b>Protested Valuation 20____</b>	<b>Requested Valuation</b>
Street or Other Mailing Address _____		Land \$ _____	Land \$ _____
City, Town, or Post Office _____	State _____ Zip Code _____	Buildings \$ _____	Buildings \$ _____
Property Identification Number _____	Telephone Number (      ) _____	Total Land and Buildings \$ _____	Total Land and Buildings \$ _____
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, Range, and County) and/or Personal Property Description _____		Personal Property \$ _____	Personal Property \$ _____
		Reasons for requested valuation change (attach additional pages if needed):   	

**sign  
here** ►

Signature of Person Filing Protest \_\_\_\_\_

\_\_\_\_\_ Date

<b>Assessor's Recommendation</b>	<b>Referee's Recommendation (if Applicable)</b>

### Decision of County Board of Equalization for Assessment Year 20\_\_\_\_

Basis for Action Taken (County Board of Equalization Chairperson) \_\_\_\_\_

Land \$ _____
Buildings \$ _____
Total Land and Buildings \$ _____
Personal Property \$ _____

Check One:

☐ If checked, the assessor has certified to the county board of equalization that a copy of that portion of the property record file which substantiates the calculation of the protested value is maintained in the assessor's office in electronic or paper form.

☐ Attached is a copy of that portion of the property record file which substantiates the calculation of the protested value.

► Signature of County Board Chairperson \_\_\_\_\_

\_\_\_\_\_ Date

### County Clerk Certification

Date Protest was Heard _____	Date of Decision _____	Date Notice of Decision Mailed to Protestor _____
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The undersigned certifies that a copy of this protest and report of the action of the county board of equalization, which has been accepted by the assessor, has been mailed to the protestor at the above-shown address on \_\_\_\_\_, 20\_\_\_\_.

► Signature of County Clerk \_\_\_\_\_

\_\_\_\_\_ Date

## INSTRUCTIONS

**DISMISSAL.** Failure to describe the property with a protested value or state a reason for the protest will result in dismissal of the protest.

**WHERE TO FILE.** This form may be used to protest the valuation and penalties assessed on real and/or personal property. When completed, this form must be filed with the county board of equalization at the office of the county clerk in the county where the property is located. **The protest must be signed and dated.**

**REAL PROPERTY FILING DEADLINES.** If additional space is needed, attach the additional information to this form.

(1) If protesting the valuation of real property as determined by the assessor, this protest must be filed on or before June 30.

(2) If protesting a notice of valuation change received between June 1 and July 25 from the county board of equalization because the real property was undervalued, overvalued or omitted for the current year's assessment, the protest must be filed within thirty (30) days of the mailing of the notice.

(3) If protesting a notice of omitted property valuation change and penalty received between January 1 and December 31 from the county board of equalization because the real property was not reported for assessment or because of a clerical error, the protest must be filed within thirty (30) days of the mailing of the notice.

(4) If protesting a notice of valuation change received after June 1 from the county board of equalization because the real property was denied an exemption from real property taxes, the protest must be filed within thirty (30) days of the mailing of the notice.

When applicable, this form may be used for the protest of special value.

**PERSONAL PROPERTY FILING DEADLINES.** If additional space is needed, attach the additional information to this form.

(1) If protesting the reported valuation as reported to the assessor between January 1 and May 1, the protest must be filed by June 30.

(2) If protesting the assessor's notice of an additional assessment, notice of failure to file a personal property return, or the imposition of a penalty, the protest must be filed within thirty (30) days of the mailing of the notice.

**SPECIAL FILING PROVISIONS.** If a filing deadline falls on a weekend or holiday, the filing deadline is extended to the next business day.

If this protest is transmitted to the county board of equalization through the United States mail, the protest is considered filed on the date of the postmark. If this protest is transmitted through the United States mail and either registered or certified, the date of registration or certification shall be deemed the postmarked date.

**NOTICE.** For protests of Real Property, subpart (1), or Personal Property, subpart (1), as stated above, the county clerk shall notify the protester by August 2 of the county board of equalization's decision on the protest.

For all other protests, the county clerk shall notify the protester within seven (7) days of the county board of equalization's decision on the protest.

**APPEALS.** The time allowed to the county clerk to issue notice does not extend the time to file an appeal.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (1), or Personal Property, subpart (1), as stated above, may be appealed to the Tax Equalization and Review Commission on or after July 26 and on or before August 24.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (2), as stated above, may be appealed to the Tax Equalization and Review Commission on or after September 16 and on or before October 15.

All other decisions of the county board of equalization regarding protests may be appealed within thirty (30) days of the final decision to the Tax Equalization and Review Commission.

**The report of the county board of equalization decision is available at the office of the county clerk or county assessor, whichever is appropriate.**